

Ismail BelgaumiKreehan06@gmail.com**Permanent Address**

H # 2508/43
 Carogem
 Cuncolim Salcete
 South Goa-403703

Marital Status

Single

Contact #
9657974947

Date of Birth:

23.12.1991

Gender:

Male

Nationality:

Indian

Languages Known:

English, Hindi,
 Konkani & Arabic.

Objective

Good vision for the future with respect to growth in the career level. Also, to work as a team by providing quality services as a professional with dedicated result in the aspect for the company as well as for self growth.

Education

- Xth Standard (SSCE Examination) (2008) from Our lady of Health High school Cuncolim Goa
- XIIth Standard (HSSE Examination) (2010) from Cuncolim United Higher Secondary, Goa, India.

COMPUTER PROFICIENCY

- Advance Knowledge in Ms-Word, Excel, Power-point
- IDS & Opera Software knowledge.

Work Experience

- Worked as an Front Desk Assistant in Holiday inn Resort at Cavelossim Goa India (Oct 2015 to Oct 2016) **(IDS SOFTWARE)**
- Worked in Barbeque Nation Restaurant as Senior Receptionist and Cashier at Oman From 23rd Oct 2016 to 23rd October 2018.
- Worked in Holiday Inn Resort, Goa as Senior Front Desk from 23rd December 2018 to 20th June 2019. **(OPERA SOFTWARE)**
- Presently working in Thalassa Greek Taverna Arpora Goa as Senior Receptionist From 12 November till now.

Current & Previous Job Profile as Receptionist/Cashier/Telephone Operator

Receptionist

- Welcome and Greet guests and smooth check in.
- Answer incoming calls and transfer the calls to concern person.
- Inform Guests of Hotel rates and services.
- Make and Confirm reservation for guests.
- Ensure proper room allocation.
- Maintain the Registrar and Check in and checkout guests
- Confirm relevant guest's information.
- Verify guests payment method.

Cashier

- Assist guests with smooth check-outs.
- Handling Group check-outs.
- Handling Foreign Exchange.
- Handling Night Shift as a **Night Auditor**.
- Maintaining all the necessary reports for the day.
- Checking all the outlet bills.
- Making date change everyday
- Maintaining auditor reports.

Operator

- Handling multiple calls at a time.
- Greeting all the calls in a pleasant tone.

- Maintaining all the Pre-Registration cards for the next day arrival
- Training subordinates.

PASSPORT DETAILS

Passport No. : M 7991466
Date of Issue : 07/04/2015
Date of Expiry : 06/04/2025
Place of Issue : Panaji

SKILLS

- I am always enthusiastic and interested to enter into new areas of tasks which were not previously experienced.
- Highly interactive and have good interpersonal skills.
- I am a quick learner, meticulous and very focused.
- Eagerness to Learn, Self Confident, Optimist, Committed and Responsible Person.
- I am a good Team player too.

Interest and Hobbies

Interacting with people, traveling places, making friends and Playing Football, Cricket, swimming, Volleyball.

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Ismail Balgaumi

[illegible][illegible]

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, ALTO-BETIM, GOA.

Passing Certificate Cum Statement of Marks

0008009

008009

This is to certify that the withinsigned

[Signature]

BELGAMMI ISMAIL RIYAZ

has passed the **Secondary School Certificate Examination** with the following particulars.

Month & Year of Examination	Seat Number	Grade	Medium	School Index	Centre
MARCH 2008	11416	SECOND	Eng	08.31	CUNCOLIM

Fathers' Name : **RIYAZ** Mothers' Name : **RASHIDA**

Date of Birth : **23/12/1991 (TWENTY THIRD DECEMBER NINETEEN NINETY ONE)**

Details of subject

- | | | |
|------------------------|---------------|----------------------|
| 1. ENGLISH F.L. | 2. HINDI S.L. | 3. KONKANI T.L. |
| 4. Mathematics | 5. Science | 6. Science Practical |
| 7. Social Science - I | | |
| 8. Social Science - II | | |

Subject	1	2	3	4	5	6	Total (5+6)	7	8	Total (7+8)	Grand Total
Max. Marks	100	100	100	100	80	20	100	50	50	100	600
Min. for Passing	35	35	35	35	16	4	35			35	
Marks Obt.	46p	71p	66p	44p	46	19	65p	34	20	54p	346

School Assessment Subjects	Minimum grade for passing	Grades obtained
9. Health Education, Physical education & Sports	E	C
10. Junior Red Cross / Indian Red Cross	E	C
11. Drawing & Painting	E	D
12. Computer Literacy Programme	E	A
13. Environment Education	E	D

Result : **PASSES**

Checked by : **C/D**

[Signature]

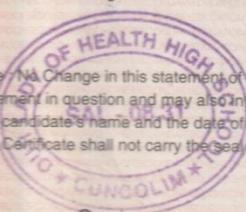
Secretary

22/05/2008

Note: No Change in this statement of marks shall be made except by the authority issuing it. Any infringement of this requirement will result in the cancellation of the statement in question and may also involve imposition of other appropriate penalty as may be decided by the Board.

The candidate's name and the date of birth shown in this certificate are as per the General Register of the School and certified by the Head of the School.

The Certificate shall not carry the seal of the school and the signature of the Head of Institution in respect of private candidates.



Seal

Signature of the Head of the Institution

P.T.O.



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, ALTO-BETIM, GOA.

Passing Certificate Cum Statement of Marks 2010/026334

0026334

This is to certify that the withinsigned

Riyaz

BELGAUMI ISMAIL RIYAZ

has passed the Higher Secondary School Certificate Examination in General Stream with the following particulars.

Faculty: COMMERCE

Month & Year of Examination	Exam Reg. No.	Seat Number	School Index	Centre
MARCH 2010	250111007	51107	HS-16	CUNCOLIM

Fathers' Name: BELGAUMI RIYAZ AHAMED

Mothers' Name: BELGAUMI RASHIDA BANU

Date of Birth: 23/12/1991 (TWENTY THIRD DECEMBER NINETEEN NINETY ONE)

Statement of Marks

Subjects	Theory			Practical / Oral			Total		
	Max. Marks	Min. for passing	Marks obtained	Max. Marks	Min. for passing	Marks obtained	Max. Marks	Min. for passing	Marks obtained
English I	--	--	--	--	--	--	100	35	47p
Hindi II	--	--	--	--	--	--	100	35	55p
Accountancy	--	--	--	--	--	--	100	35	36p
Economics	--	--	--	--	--	--	100	35	35p
Secretarial Practice	--	--	--	--	--	--	100	35	54p
Business Studies	--	--	--	--	--	--	100	35	52p
Grand Total							600	+	279

School Assessment Subjects	Minimum grade for passing	Grades obtained
Computer Awareness	E	D
Health Education, Physical Education & sports	E	E
Youth Red Cross	E	E
Environment Education	E	B

Result: PASSES

Grade: SECOND

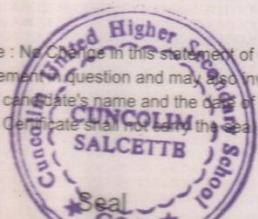
Checked by: C/D

B + C

Secretary

18/05/2010

Note: No change in this statement of marks shall be made except by the authority issuing it. Any infringement of this requirement will result in the cancellation of the statement in question and may also involve imposition of other appropriate penalty as may be decided by the Board.
The candidate's name and the date of birth shown in this certificate are as per the General Register of the School and certified by the Head of the School.
The Certificate shall not carry the seal of the school and the signature of the Head of Institution in respect of private candidates.



Signature of the Head of the Institution

EXPERIENCE CERTIFICATE

REF: HIR/HR/3497/2016

10th October, 2016.

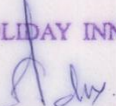
TO WHOMSOEVER IT MAY CONCERN

This is to certify that MR. ISMAIL BELGAUMI has worked in our Organisation in the capacity of a Front Office Assistant in the Front Office Department from 15th October, 2015 to 08th October, 2016.

During his tenure of service with us, we found him to be sincere, honest and hardworking.

We wish him success in his future endeavours.

For HOLIDAY INN RESORTTM GOA



SILVANO FERNANDES
HUMAN RESOURCE MANAGER



REF: HIR/HR/5690/2020

30th September, 2020.

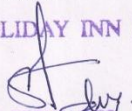
TO WHOMSOEVER IT MAY CONCERN

This is to certify that MR. ISMAIL BELMAUMI has worked in our Organisation in the capacity of a Front Office Assistant in the Front Office Department from 28th December, 2018 to 15th June, 2019.

During his tenure of service with us, we found him to be sincere, honest and hardworking.

He left us on his own accord for better prospects. We wish him success in his future endeavours.

For HOLIDAY INN RESORT™ GOA


SILVANO FERNANDES
HUMAN RESOURCE MANAGER